



GROUP TOUR INFORMATION SHEET

Reservations

- All groups desiring a tour **MUST** have a reservation. Groups must submit the number of attendees coming to Historic Sugartown, as well as all contact information for the group.
- Information about visitors with special needs should also be given in advance of the visit. Due to its historic nature, there are areas of rough terrain throughout Historic Sugartown.
- Historic Sugartown requires that children under 16 years of age be accompanied. Adult caregivers will be expected to reinforce site rules and regulations and maintain good supervision of the children in their care.

Admission

- Per-person admission for **any specially arranged** full group tour is \$8.00, regardless of age.
- Per-person admission for **any specially arranged** half-site group tour is \$6.00, regardless of age.
- For **group tours**, we require a minimum of a \$25.00 deposit to be paid at least two weeks in advance of your tour date. The remaining balance is due the week prior to your group tour. \$25.00 is the minimum deposit to hold your time even in cases where the total admission is less than \$25.00. For groups with over 15 persons, the deposit increases to \$50.00. This deposit is non-refundable. In the event of inclement weather, we will gladly reschedule your visit.

Arrival Procedures and Parking

- When you arrive, please assemble in the parking area. If a member of the Historic Sugartown's staff is not present to greet you, please send one person to the Visitor Lobby to announce your group's arrival.
- There is free parking for cars, vans, and shuttles on site.

Amenities

- Historic Sugartown has partnered with Simpson House Tea Room to offer a box lunch option to group tours. Additional information about catered lunch can be found at the end of this packet. Visitors are expected to dispose of trash in specified containers.
- Historic Sugartown's Gift Shop will be open to all visitors and accepts Visa, Mastercard, Discover, American Express, Checks (made payable to Historic Sugartown), and Cash.
- Photography and videotaping is permitted in all public areas of the site. Please note that Historic Sugartown reserves the right to photograph the group tour activities for use in future site publications and publicity. If the group has any objections to being photographed, please make them known to Historic Sugartown staff before the start of the visit.



GROUP TOUR RESERVATION REQUEST

Group Information (Please complete and return)

Name of Group (if any):	
Number of Attendees:	
Name of Contact:	
Address:	
City, State, Zip Code:	
Telephone:	
Email:	

Tour Details

Preferred Date of Visit:	
Preferred Time of Visit:	

Tour Stops *(Tour takes approximately 1.5 hrs to complete. For half-site tours please indicate which side)*

Side 1 _____

- General School, c. 1880s (accessible by stair; 1st floor space)
- 19th Century School Room Exhibit (accessible by stair; 3rd floor space)
- Carriage Museum

Side 2 _____

- Cheever Bank Barn, c. 1835
- William Garrett House, c. 1805
- Book Bindery

Lunch Option

_____ Yes, our group is interested in the lunch option.

_____ No, our group is not interested in the lunch option.

Please Return Form to Faith McCarrick, Director of Programs & Outreach

690 Sugartown Road | P.O. Box 1423 Malvern, PA 19355

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